

POST-CONSTRUCTION SITE MANAGEMENT AND INSPECTION

1. PURPOSE

- a. Maintain log of post-construction maintenance and inspections of storm water facilities performed by owner of private residential, commercial, and industrial properties.
- b. Develop standard procedures for completing inspections of storm water facilities of private residential, commercial, and industrial properties to ensure that the Post-Construction Storm Water Maintenance Plan is followed and pollutants are contained and managed.

2. TRACKING OF POST-CONSTRUCTION MAINTENANCE AND INSPECTION BY OWNER

- a. Once the Maintenance Agreement is recorded and, the City will add information for the property (owner name and contact information) into Cityworks for tracking of the post-construction inspections and maintenance performed by the Owner.
- b. Manage Cityworks database to confirm that property owners are completing required maintenance and inspections.
- c. The City Storm Water Quality Coordinator (SWQC) will perform the first post-construction inspection with the owner for the 90% bond release once construction is completed and punch list items are finished.

3. POST-CONSTRUCTION INSPECTION BY CITY

- a. SWQC is responsible for coordinating and performing post-construction inspections and documenting/tracking inspections and enforcement.
- b. Conduct post-construction inspections once every five years:
 - Before inspection
 1. Send letter to owner/manager of private residential, commercial, or industrial property to inform the individual of the scheduled inspection.
 2. Review the following:
 - a. Cityworks for history of maintenance and inspections completed by Owner.
 - b. Cityworks database for previous inspections completed by City.
 - c. Post-Construction Maintenance Plan and Agreement for property.
 3. Plan approach for inspection.
 4. Bring copy of Post-Construction Maintenance Plan for quick referral.
 5. Take any necessary equipment for measuring.
 6. Be sure to have personal protection equipment.

- Inspecting the Site
 1. Evaluate the site and document inspection findings using the Post-Construction Inspection Form in Utilisync.
 2. Communicate with owner/manager regarding any noncompliance items.
- 4. ENFORCEMENT ACTION
 - a. Follow procedures identified in SOP – Storm Water Enforcement as needed.
- 5. DOCUMENTATION
 - a. Inspections and maintenance performed by owner are to be documented in Cityworks and inspections performed by the City are to be completed using Utilisync.